

**Functional Series 600
Budget and Finance**

INTERIM UPDATE 05-10

SUBJECT: Revision of ADS 633, Financial Management Aspects of Temporary Duty Travel

NEW MATERIAL: The revised ADS 633, Financial Management Aspects of Temporary Travel incorporates portions of Interim Updates # 11, dated 5/25/2000 and 04-05, dated 4/7/2004.

EFFECTIVE DATE: 06/02/2004

ATTACHMENT: [ADS 633](#)

POLICY

USAID/General Notice
M/CFO/FPS
07/27/2005

Subject: Revision of ADS 633, Financial Management Aspects of Temporary Duty Travel

Attached is the revised ADS 633, Financial Management Aspects of Temporary Travel. It incorporates portions of Interim Updates # 11, dated 5/25/2000 and 04-05, dated 4/7/2004.

Changes are as follows:

*USAID staff on extended TDY (30 days or more) are not required to use the card and may request an advance from their paying office, since they will not be at post (Washington or the field) to receive their Citibank bill and make timely payment. However, USAID encourages employees on extended TDY to use the credit card when possible and practical to do so, to submit interim vouchers every 30 days, and to make arrangements to pay their Citibank bill, just as they would make arrangements to pay other bills while away from home.

*USAID staff should not use their credit card in locations where the post has issued a warning of credit card fraud. USAID encourages employees traveling from Washington to such locations to purchase, using their Card, traveler's checks through the Agency's travel agent. By doing so, they avoid the credit card fraud risk and at the same time comply with policy. Employees traveling from field locations to these locations may request a travel advance from their paying office, in lieu of using the travel credit card.

Changes to reasons that can cause the contractor to cancel the Government-Sponsored Travel Card, are as follows:

*The account was suspended two times during the preceding 12-month period for late payment of undisputed accounts, and a third delinquency occurs (at that time a letter will be sent to the travel account holder giving the individual 10 days to make full payment or else the account will be cancelled); or

*The cardholder presented two or more insufficient funds checks within a 12 month period.

Another change to the chapter is:

*Questions arise at the end of each fiscal year as to the proper year's OE appropriation to be charged for expenses associated with official travel which are authorized in one fiscal year and continue into the next fiscal year. Please refer to Forward Funding, Non-Program Funds, ADS 603.3.1.6, for further guidance on this subject.

Point of Contact: Any questions concerning this Notice may be directed to Allan McKenna, M/CFO/FPS , (202) 712-5166, or via e-mail: amckenna@usaid.gov.

Notice 0772

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU6_0510_072805_nocd	07/27/2005	06/02/2004		No CD	This IU will be cancelled once CD 40 is issued.

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